



## State of Nevada – Department Of Personnel

---

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>UNIVERSITY POLICE LIEUTENANT</b>	<b>38</b>	<b>D</b>	<b>11.250</b>

Under general supervision, supervise the 24-hour field operations at the University Police Department, which includes staff supervision and organizing field activities.

Supervise the 24-hour field operations pertaining to patrol, traffic, criminal investigations, dispatch and records by planning, organizing, scheduling and assigning daily work tasks; answering technical questions about the work and instructing in special techniques; reviewing work for technical accuracy in conformance with law and established policies and procedures; identifying and providing training needs; and appraising individual performance and providing guidance on improvement; supervise the recruitment, training and scheduling of all regular and reserve Police Officers to ensure that the necessary police functions of the department are carried out in compliance with established policies and procedures.

Plan and organize field operations by assisting the Chief with development of the department's operating rules, policies and procedures; assist the Chief with budget development in the areas of equipment, personnel and training funds; and assume command of police activities at any major crime scene to ensure the field activities are carried out in a uniform manner.

Supervise the planning and organizing of law enforcement activities surrounding special events involving large crowds by meeting with sponsors of the event to determine if any special permits are required; determining the number of police officers needed to cover the event; maintaining logs of each special event which records the occurrences and attendance of each event; and conducting background investigations on performers, promoters and agents of the event; ensure proper and adequate police and security coverage.

Perform liaison duties such as participating on committees and boards and maintaining contact with other law enforcement agencies to ensure the University Police Department is current on criminal justice matters and that the flow of information is not impaired. The liaison duties are performed within the department's policies and procedures regarding police officer demeanor. The outcome of the liaison duties such as reports would be reviewed by the Chief for information and conformance with departmental goals and objectives.

Maintain records and prepare reports to provide adequate tracking devices for the field operations. The records include, but are not limited to, those on field activities, results of special investigations, staff personnel files, a monthly activity report and the FBI statistical report. The records are maintained and the reports are prepared within departmental policies and procedures.

Maintain and monitor the use of the National Crime Information Center, California Law Enforcement Telecommunication System or Shared Computer Operations for Protection and Enforcement System and dispatch equipment to ensure the department has access to law enforcement information; ensure the equipment is in working order and disseminate information regarding existing or new techniques, policies and procedures in using the equipment. The equipment is used and maintained within national law enforcement policies and procedures.

Perform journey level police officer duties, as the need arises, and act as back-up to officers as necessary to ensure the department meets its protection and security responsibilities. The police officer duties include patrolling the university jurisdiction, enforcing University, State and city laws and regulations; assisting

subordinates on dangerous calls and handling station calls of a serious nature; and appearing in court as a witness in the prosecution of cases in accordance with departmental policies and procedures, and within the State and city laws.

Perform related duties as assigned.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Applicants must possess a valid driver's license at the time of appointment.

**EDUCATION AND EXPERIENCE:** Graduation from high school or the equivalent education and two years of experience comparable to the University Police Sergeant which included supervising police personnel, scheduling and assigning work, and appraising work performance of police personnel; **OR** an Associate of Arts degree from an accredited university or college in criminal justice or a closely related field, and one year of experience comparable to the University Police Sergeant which included supervising police personnel, scheduling and assigning work, and appraising work performance of police personnel. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** supervisory and managerial principles and practices as needed to supervise police personnel; the appropriate use and care of specialized equipment such as handguns, shotguns, baton, handcuffs, radios and teletypes as needed to supervise the officers in the use of such equipment, identify training needs, maintain the NCIC, the CLETS, and the SCOPE systems and to perform police officer duties; the State's statutes and city laws and ordinances pertaining to motor vehicles and criminal/civil offenses needed to supervise the police activities of the department; the University rules and regulations regarding employment and police authority as needed to supervise the police activities; investigative techniques and the rules of evidence as needed to supervise the investigation of criminal/civil offenses occurring within the University's jurisdiction; first aid as needed to perform police activities or act as back-up to police activities involving incidents that require first responder medical attention. **Ability to:** communicate verbally and in writing as needed to perform the liaison tasks, prepare clear and concise reports, and to work with University students, faculty, staff and the general public; understand student attitudes and problems inherent in a campus atmosphere as needed to supervise the police activities and perform the liaison tasks; maintain records as needed to provide the department with information and tracking of police activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** all federal and State laws, county ordinances and University rules and regulations which apply to law enforcement activities within the University's jurisdiction. **Ability to:** participate in the development of departmental operating rules, policies and procedures as needed to ensure a smooth running department; participate in budget development as needed to plan future departmental needs in the areas of personnel, equipment and training.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

**11.250**

ESTABLISHED: 1/24/84  
REVISED: 8/6/87-3  
REVISED: 7/1/91P  
10/19/90PC  
REVISED: 11/15/91PC  
REVISED: 7/1/97LG  
REVISED: 3/29/01UC